

Waxahachie Driving School Driver Guidelines

972-937-5606

Class meets Monday through Thursday for four weeks from 6:30p.m. - 8:30p.m. Make-up time for classroom is on Fridays from 6:30p.m. - 8:30p.m. The classroom must be completed in 90 days from the first day of class.

Maximum number of classes that can be missed is four. Each class must be made up during another class when the same lesson is being taught or on Friday 6:30-8:30.

Students will be expected to pay attention and be cooperative during the class time and driving time (No Sleeping). The material we teach is very important. Any student who cannot cooperate will be asked to leave class that day and will not be allowed back unless the student/parents feel he/she is ready. Waxahachie Driving School provides students with a textbook to be used during class. If the student destroys or damages the textbook there will be a \$25.00 replacement fee.

OBTAINING A PERMIT

After a student has completed six hours (three days) of classroom instruction, he or she may go to the DPS to obtain a permit. The following will be needed at the DPS office.

- *Application (DL14A): Filled out in black ink except student and parent signature**
- *DE964 form from the driving school after completing three days**
- *Social Security Card**
- *T.E.A. or V.O.E. form—this is a verification of enrollment/attendance in school**
- *Birth Certificate—this must be an original or certified copy of the student's State or county birth certificate. Also used can be: passport, resident alien card or citizenship papers.**

- * Report card, Progress report or School I.D.**

(Our school will need a copy of both the Birth Certificate and V.O.E. form for our records.)

DRIVING POLICIES

The student must spend fourteen hours in the car driving and observing. If driving is scheduled on the same day as class the student will be here for four hours. Students should show up at least 5 minutes before their drive time with their permit. Any student who does not have their permit when they show up to a drive time will not be allowed to drive on that day. Any student who cannot make a scheduled driving time must call at least 24 hours in advance and cancel. If a student does not call 24 hours prior to his drive time, there will be a \$25.00 cancellation charge. The sixth driving time is the driving test. Students, in our opinion, who are not ready to pass the test, will be advised of weakness and the lesson will be postponed. We will not rush the student through the driving process.

The seven hours of driving a student receives from us set a foundation of skills, but the student will advance faster with practice at home. Feel free to call and check on the student's progress at any time.

Class Number _____

DRIVER EDUCATION CONTRACT

WAXAHACHIE DRIVING SCHOOL C2279

106 s. Jackson St Suite 2
Waxahachie, TX 75165

Student's Full Legal Name: _____ **D.O.B.** _____

Student's Address: _____ **Phone No:** _____

City, State, Zip: _____

Coarse fees and Payment Policy

50% OF TUITION DUE UPON SIGNING CONTRACT, BALANCE DUE BEFORE THE END OF THE FOURTH WEEK OF CLASS.
NO CERTIFICATE WILL BE ISSUED UNTIL ALL COURSE REQUIREMENTS HAVE BEEN MET ANJD ALL FEES HAVE BEEN PAID.

Initial _____

Charges for Instruction

FEE FOR CLASSROOM ONLY: 16 LESSONS @ \$10.31 EACH.....\$165.00
FEE FOR IN-CAR TRAINING ONLY: 7 LESSONS @ \$31.43 EACH.....\$220.00
FEE FOR CONCURRENT: CLASSROOM AND IN CAR SESSIONS Together.....\$320.00
(Classroom - \$160.00. In-car (BTW) - \$160.00)

ADDITIONAL CHARGES THAT WILL APPLY

UNEXCUSED ABSENCE FOR A SCHEDULED DRIVING SESSION.....\$30.00
ABSENCE FROM A SCHEDULED CLASSROOM SESSION.....\$05.00
RETURNED CHECK FEE.....\$35.00
DUPLICATE CERTIFICATE.....\$15.00
COURSE CANCELLATION FEE.....\$50.00
ADDITIONAL ROAD TESTS.....\$30.00

Initial _____

Classroom instruction begins at the location above on _____ / _____ / _____ at _____ o''clock P.M. and is

scheduled to end on _____ / _____ / _____ / . THE STUDENT MUST COMPLETE THE CLASSROOM AND IN-CAR INSTUCTION WITHIN 180 DAYS OF THE FIRST DAY OF CLASS

Initial _____

This agreement constitutes the entire agreement between the parties and no verbal assurances or promises not contained herein shall bind either parties.

The school is prohibited from using DE-964 if the student has not met all the requirements for course completion, and the student should not accept a DE-964 under such circumstances.

The Driver Education School maintains a business insurance policy for vehicles with required by the Transportation Code Chapter 601 and uninsured or underinsured coverage

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract before midnight of the third day, excluding Saturdays, Sundays, and legal holidays, after the enrollment contract is signed by the parties, unless the student has completed the course and accepted a certificate of completion during that period

Refund Policy

- 1) Refund computation willbe based on actual instruction received through the last date of instruction and any out siding fee due.
- 2) The effective date for refund purposes is based on the earliest of the following
 - a) The last day of attendance, ifthe student was terminated by the school; or
 - b) The date of receipt of written notice from the student
- 3) If tuition is collected in advance of entrance and, if after the 72 hour cancelation privileges, the student does not enter school, terminates enrollment, or withdraws, the school will retain \$50.00 as administration expenses and fromthe remainder shall refund that portion of the classroom and behind the wheel instruction and lees for services nor previously received by the student.
- 4) A full refund is due in each of the following cases:
 - a) When an enrollee is not accepted by the school
 - b) The course of instruction is discontinued at this school
 - c) The owner or representative of fee school procured the student's enrollment as a result of any misrepresentation in advertising, promotional material of the school, or misrepresentation.
- 5) Refunds shall be completed within 90 days after the effective of termination.

Initial _____

ATTENDANCE/ABSENCE POLICY

If a student is absent in excess of 25 % (sessions) of the scheduled classroom training time, he/she will be terminated. A full hour of absence is charged to the student when he/she does not attend the full 55 minutes during 60-minute period. Any period of absence for any portion of scheduled instruction for a Driver Education Course will require the student make up that portion of scheduled instruction at a later date. Makeup lessons do not excuse the absence. For example, if the student misses 3 lessons and makes them up then misses a 4th lesson, the student must be dropped from the remainder of the class

BEHIND THE WHEEL AND CLASSROOM INSTRUCTION

Any student scheduled to drive for the behind the wheel instruction, who does not show up for his/her appointment will be assessed a \$25,00 fee for each occurrence, unless we are notified 24 hours prior to the scheduled driving appointment. If the school is not open at the time you wish to cancel, leave a message on the machine. We reserve the right to reschedule at anytime and for any reason. Missed classroom sessions will be assessed a fee of \$5.00 for each special session.

INITIAL _____

GRADING AND PROGRESS POLICY

Appropriate standards shall be implemented to ascertain the progress of students. Progress standards shall meet the requirements of the currently adopted curriculum guide. Mastery is a prerequisite to awarding a grade of 70 or above. Evidence of mastery shall be evidenced by one of the following methods: (1) Unit Tests (2) Written Assignments (3) Skills Performance Checklist and (4) Comprehensive Examinations of Knowledge and Skills. The Progress conation record shall be of the type and nature to reflect whether the student is making satisfactory progress to the point of being able to complete all subject matters within the allocated time provided in the currently approved course curriculum for driver education. Waxahachie Driving School will maintain a permanent record for each student for (3) years. If a student loses a Driver Education Certificate, a replacement fee of \$15.00 is required

INITIAL _____

RULES OF CONDUCT

A student or prospective student may be dismissed or banned from the class for tardiness, drunkenness or suspected consumption of alcoholic beverages and/or drags; rude vulgar or disruptive behavior, failure to follow instruction, smoking on the premises, or being generally inattentive (sleeping , reading unrelated material, listening to music, cell phones usage, etcetera) Any damages to school property will be deducted from the fees already paid with the remainder being charged to the student/guardian. Students dismissed for violating these rules of conduct may be readmitted at the discretion of the school director.

DISABILITIES

If a student has a reading disability this should be discussed with the teacher before class begins. Oral exams may be given in this circumstance.

BAD WEATHER PAYS

Waxahachie Driving School will adhere to weather warnings given over television/radio. We reserve the right to delay opening and/or closing of the school due to hazardous weather conditions.

STUDENT ACKNOWLEDGEMENT

I have been furnished a copy of the school tuition, schedule; cancellation and refund policy; and school regulations pertaining to absence, grading policy, progress and rules of operation and conduct I further realize that any grievances not resolved by the school may be forwarded to: Driver Training, Texas Education Agency, 1701 North Congress Avenue, Austin, TX. 78701 (512)936-6789.

Student Signature (If Over 18) _____ Date _____

Signature of Parent/Guardian _____ **Date** _____

Signature of School Representative _____ Date _____

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I _____ the parent/guardian of _____ agree that my Son/daughter/student may be provided in-car instruction as individual (one on one) basis with only the instructor and the student present in the vehicle during instruction. This waiver shall be effective for all in-car lessons. I understand that failure to sign this waiver will not prevent my son/daughter/student from being accepted in the course, and that the school will make every effort to schedule a minimum of students per vehicle. However, if I do not sign this waiver, my son/daughter/student will be prohibited from in-car instruction on a specific day if he/she is the only one available for an in-car session.

Signature of Parent/Guardian _____ **Date** _____

Signature of School Director _____ Date _____